

FINANCE

DIRECTIVE

DEPARTMENT OF PROTECTIVE DIVISION
OFFICE OF THE DIRECTOR, FBI

FINANCE
2 November 1961

SUBMISSION OF TRAVEL ACCOUNTINGS
AND REFUND OF ADVANCES

POLICY

- a. Confidential funds may be advanced for travel, operational or other purposes subject to the requirement of prompt accounting and repayment of unexpended balances.
- b. Due dates for repayment of advances shall be established at the time the advances are approved so as to require accountings therefor at the earliest practicable date. Failure to account results in the person being placed on a delinquent advance list.

2. RESPONSIBILITIES

- a. The ultimate responsibility for accounting for an advance rests with the individual employee.
- b. Staff and Branch Chiefs are required to see that personnel under their supervision prepare travel accountings and make refund of any balance due immediately upon completion of travel.
- c. An individual has no authority to retain excess funds pending voucher audit since these funds are official and must be returned.
- d. It is the responsibility of the DPD Finance Branch to audit accountings as expeditiously as possible in order to pay off amounts that may be due travelers.
- e. It is the responsibility of the DPD Travel Officer, Approving Officers, and Certifying Officers to refuse additional advances unless concrete evidence is furnished that accountings and/or refunds are in process for outstanding advances.

3. PROCEDURES


- a. Staff and Branch Chiefs will establish within their offices a suspense system to insure that accountings are rendered and outstanding advances refunded. It is suggested that this be part of a trip report check sheet.
- b. Travel vouchers will be routed through Chief, Administrative Staff for approval, to Chief, Finance Branch, for processing and payment.

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DEVELOPMENT PROJECTS DIVISION
DEFENSIVE NO. 30-2

FINANCE

- c. In those cases where the amount of the accounting is insufficient to liquidate the advance, a check or cash in the amount of the balance due should be attached to the voucher. Call the Finance Branch to obtain the name of the payee. In the event an audit shows that an adjustment is required the employee will be notified by memorandum.
- d. Notices of delinquency will be sent to the individual thru his Branch or Staff Chief.


STANLEY W. BEERLI
Colonel, USAF
Acting Chief, DPD-DD/P

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DEVELOPMENT PROJECTS DIVISION
DIRECTIVE NO. 30-3

FINANCE
14 December 1961

REIMBURSEMENT FOR OPERATIONAL
EXPENDITURES

1. GENERAL

a. Confidential funds may be advanced for special operational expenditures, including entertainment, and reimbursement allowed when incurred for the following purposes:

- (1) Incidental to operational contacts.
- (2) For procurement of confidential information or special services.
- (3) In the reasonable expectation that the expenditure will result in the procurement of confidential information or special services.

b. Reimbursement cannot be allowed for such expenditures when it can be determined that they result in a direct or indirect personal benefit to the employee unless these expenditures were:

- (1) Essential to the obtaining of information or special services of a confidential, extraordinary, or emergency nature; or
- (2) Required to make and develop operational contacts; or
- (3) Of such a nature that the expenditure would not have been incurred by the individual from his personal funds except for the official necessity of obtaining information or special services.

2. POLICY ON OPERATIONAL ENTERTAINMENT

a. Reimbursement for expenses incurred for entertainment involved in procuring information or special services or in contacting persons for operational reasons shall be allowed only when authorized by the appropriate authorizing official of DPD.

b. Reimbursement shall not be allowed for expenses incurred for entertainment of officers or employees of the U.S. Government unless their presence is incidental to the presence of non-U.S. Government employees and is necessary for the procurement of confidential information, special services, or other operational benefits from such non-U. S. Government employees.

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DEVELOPMENT PROJECTS DIVISION
DIRECTIVE NO. 30-3

FINANCE

3. PROCEDURES

a. Claims for operational expenditures are to be prepared on Form No. 264, Reimbursement Voucher for Purchases and Services Other than Personal, and shall describe the general nature of the transaction.

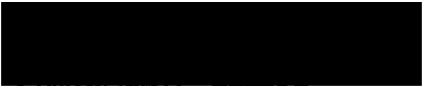
b. When it is operationally feasible, claims for operational expenditures shall be supported by receipts for expenditures in excess of \$15.00.

c. Claims for reimbursement of operational entertainment shall include the following:

- (1) Date, purpose, and nature of such entertainment.
- (2) Names of CIA employees and guests entertained.
- (3) A description of the occupations or capacities in which the guests entertained were acting.
- (4) Such other information which will support approval and certification of the claim.

d. If the voucher claims reimbursement for entertainment in the home of an employee, it shall state the cost, or the estimated cost, of such entertainment by categories such as food, drinks, etc., in addition to the information required by paragraph 3, c, above.

e. Vouchers will be routed through Chief, Administrative Staff, to Chief, Finance Branch, for processing and payment.


STANLEY W. BEERLI
Colonel, USAF
Acting Chief, DPD-DD/P

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Next 1 Page(s) In Document Exempt

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S E C R E T

OFFICE OF SPECIAL ACTIVITIES
OSA HEADQUARTERS DIRECTIVE NO. 30-5-2

FINANCIAL
30 SEPTEMBER 1966

RECISION: Development Projects Division
Directive No. 30-2 dated
2 November 1961

SUBMISSION OF TRAVEL ACCOUNTINGS
AND REFUND OF ADVANCES

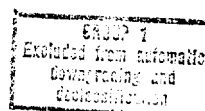
1. POLICY

- a. Confidential funds may be advanced for travel, operational or other purposes subject to the requirement of prompt accounting and repayment of unexpended balances.
- b. Due dates for repayment of advances shall be established at the time the advances are approved so as to require accountings therefor at the earliest practicable date. Failure to account results in the person being placed on a delinquent advance list.

2. RESPONSIBILITIES

- a. The ultimate responsibility for accounting for an advance rests with the individual employee.
- b. Staff and Division Chiefs are required to see that personnel under their supervision prepare travel accountings and make refund of any balance due immediately upon completion of travel.
- c. An individual has no authority to retain excess funds pending voucher audit since these funds are official and must be returned.
- d. It is the responsibility of the OSA Financial Operations Division, to audit accountings as expeditiously as possible in order to pay off amounts that may be due travelers.

S E C R E T




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- e. It is the responsibility of the OSA Travel Officers, Approving Officers, and Certifying Officers to refuse additional advances unless concrete evidence is furnished that accountings and/or refunds are in process for outstanding advances.

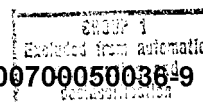
3. PROCEDURES

- a. Staff and Division Chiefs will establish within their offices a suspense system to insure that accountings are rendered and outstanding advances refunded. It is suggested that this be part of a trip report check sheet.
- b. Travel vouchers will be routed through Comptroller for approval to Chief, Financial Operations Division, for processing and payment.
- c. In those cases where the amount of the accounting is insufficient to liquidate the advance, a check or cash in the amount of the balance due should be attached to the voucher. Call the Financial Operations Division to obtain the name of the payee. In the event an audit shows that an adjustment is required the employee will be notified by memorandum.
- d. Notices of delinquency will be sent to the individual through his Division or Staff Chief.

STATINTL


JOHN PARANGOSKY
Deputy Director of Special Activities

S E C R E T



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OFFICE OF SPECIAL ACTIVITIES
OSA HQS DIRECTIVE NO. 30-5-4

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FINANCIAL
25 OCTOBER 1966

REFERENCE: DD/S&T General Notice No. 50

PRIOR APPROVAL OF NON-ROUTINE OPERATIONAL ENTERTAINMENT

DD/S&T General Notice No. 50 is quoted for information and compliance:

"1. There are occasional situations in which Offices have a need to incur entertainment expenses for official business purposes. In most instances such entertainment is fairly routine and nominal in amount.

"2. In cases where anticipated entertainment will involve reimbursable expenditures in excess of \$25.00 or in cases where existing regulations must be waived, the DD/S&T, the Assistant DD/S&T, or the EO/DD/S&T should have advance knowledge of the proposed entertainment. It is requested therefore that in such cases, approval of the DD/S&T approving officer be obtained in advance. If time permits such approval should be requested by memo, indicating the purpose, time, and place of the entertainment; the memo should also include the names and positions of the prospective guests, and an estimate of the total cost of the proposed entertainment."

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JOHN PARANGOSKY
Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS DIRECTIVE NO. 30-5-4

FINANCIAL
24 JANUARY 1967

REFERENCE: DD/S&T General Notice No. 50
dated 20 December 1966

RECISION: OSA HQS Directive No. 30-5-4
dated 25 October 1966

PRIOR APPROVAL OF NON-ROUTINE OPERATIONAL ENTERTAINMENT

DD/S&T General Notice No. 54 dated 20 December 1966 is
quoted for information and compliance:

"1. This Notice supersedes General Notice No. 50.

"2. There are occasional situations in which offices have
a need to incur entertainment expenses for official business
purposes. In most instances such entertainment is fairly routine
and nominal in amount.

"3. In any case where anticipated entertainment by an
Office Director or by a member of the immediate office staff
will involve reimbursable expenditures in excess of \$25.00,
or in any case where existing regulations must be waived (e.g.,
entertainment of U.S. Government employees, exclusively), the
DDS&T, the Assistant DDS&T, or the EO/DDS&T should have
advance knowledge of the proposed entertainment. It is
requested therefore that in such cases, approval of the DDS&T
approving officer be obtained in advance. If time permits,
such approval should be requested by memo, indicating the
purpose, time, and place of the entertainment; the memo should
also include the names and positions of the prospective guests,
and an estimate of the total cost of the proposed entertain-
ment."

STATINTL


JOHN PARANGOSKY
Deputy Director of Special Activities

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